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<<Mail Date>>  
Petition No: <<>>  
Certification Date: <<>>  
Impact Date: <<>>  
Expiration Date: <<>>

Dear <<Worker Name>>,

### **Act now to receive Trade Adjustment Assistance (TAA) Reemployment Benefits Before the Deadline Expires.**

My name is Alexa Valencia, TAA State Coordinator and I am responsible for ensuring workers from << Employer>> are notified of individual benefits and services they may be eligible for through the U.S. Department of Labor's TAA Program.

The Department has approved a Trade Act petition for << Employer>> on <<DATE>>, making you immediately eligible to apply for individual benefits. TAA offers a variety of services at **no cost** to you which includes training, relocation allowances, job search allowances, and financial supports that can help you get reemployed in suitable employment.

#### **How to apply**

Determining whether you are eligible for TAA and applying for benefits is fast and easy!

- Complete, sign, and date the enclosed *Application for Trade Adjustment Assistance* (DE 8309), and mail it in the envelope provided. Apply immediately to receive benefits.
- Once a determination of your individual eligibility is made, you will receive a notice of initial entitlement indicating your deadline dates and contact information for a TAA specialist to assist you.

#### **If you qualify, TAA benefits can include:**



**Free training.** Pays for training to upgrade skills so that you may obtain suitable employment. This includes classroom, distance/online, on-the-job training, and more.






**Weekly payments while in training,** even after your Unemployment Insurance benefits have been exhausted.



**Payments if you find a new job** to help bridge gaps in pay between your old and new job are available for those age 50 and older if earning \$50,000 a year or less.



**Help finding a new job.** Includes assessing your skills, career counseling, help with resume writing and interview skills, job referrals, and more.

-  **Job search allowances** can reimburse 90% of travel expenses to job interviews outside your commuting area.
-  **Relocation allowances** can help pay 90% of moving expenses for you and your family if you move outside your commuting area for a new job.
-  **Health Coverage Tax Credit (HCTC).** This can cover 72.5% of qualified health insurance premiums for eligible individuals and their families.

Need help? More information is available at the **Department of Labor TAA for Workers** ([doleta.gov/tradeact](http://doleta.gov/tradeact)) website, please contact the TAA State Coordinator at 1-916-654-7570 or email **WSB\_TAA@edd.ca.gov** if you have additional questions.

Sincerely,

Alexa Valencia  
State of California  
TAA State Coordinator

DRAFT